

**AGENDA - PRE- SUBMISSION CONFERENCE**  
**REOI: 6<sup>th</sup> DISTRICT POLICE STATION**

(February 25, 2011)

**I. Sign-In**  
**II. Introductions**

Architect:	PSA Dewberry:	Mark Scott	703-698-9004
		Fax	703-698-9049
County Project Manager		Behrooz Alemi	240-777-6123
		Fax	240-777-6003
Customer Agency (Police)		Sandra Batterden	240-773-5238
Procurement Specialist:		Todd Collins	240-777-9931
Contract Administrator:		James Stiles	240-777-6112

**III. Submission Procedures and Requirements**

REOI Background: REOI is first step of a 2-step construction contractor solicitation method; REOI will be used to select 4 highest qualified contractors. The REOI selection process includes a Written Proposal followed by an Interview evaluation. The REOI is “qualifications only” based. There is no price component to the REOI stage of the solicitation.

REOI Packages are available at Montgomery County Office of Procurement, 255 Rockville Pike; 240-777-9900.

**Offer Receipt Date: Offers are due by March 14, 2011 3:00 p.m.**  
**at Montgomery County Office of Procurement**  
**255 Rockville Pike, Suite 180**

The four selected contractors will be allowed to bid on the construction project as an **IFB**. A representative IFB is included with the REOI package. IFB requirements include:

Prevailing Wage  
Minority, Female, Disabled (MFD) Persons Subcontracting  
County Bonds  
Complex Structures  
Detailed Quality Control Program

It is recommended that contractors be aware of IFB requirements before starting the REOI process. It is expected that there will be no negotiation of the IFB contract.

#### **IV. Project Scope & Description**

The new 6<sup>th</sup> District Police Station located on approximately 2 acre land located at 640 & 660 Watkins Mill Road, in Gaithersburg Maryland. The project consists of the following:

1. A two story, 28,000 sf metal panel and brick faced police station building, a two level secured parking garage for approximately 162 cars, and a public parking lot for 37 cars as indicated. The police station building is designed to achieve the designation LEED – Certified by USGBC.
2. The police station building is to have structural steel framing with metal decks, concrete floor slabs with brick, CMU walls with composite metal panels, cold formed steel stud walls with mechanical, plumbing, electrical, security, and other work as indicated.
3. The parking garage is designed to have one slab on grade level with the second level utilizing pre-cast concrete double tee flooring, columns, walls, cast-in-place concrete retaining walls and other components as indicated.
4. The site areas are fenced and gated including an area for petroleum pumps for use of police vehicles with a storage shed. The site is part of a larger commercial/residential development.

#### **V. Questions**

Verbal responses to questions are not binding. Only written addenda can change the solicitation documents. Submit all questions needing resolution in writing to the Architect and County Project Manager.

#### **VI. Site Review – Open Access site. Tour at your convenience.**

## **Project Scope & Description**

The new 6<sup>th</sup> District Police Station at 660 Watkins Mill Rd is a two-story facility with an approximate gross square footage of 28,000 Sq.Ft. This project has the following attributes:

- Square Footage in the facility is divided between the 1<sup>st</sup> and 2<sup>nd</sup> floors at approximately 15,600 and 12,400 sq.ft. respectively.
- The building has a 14'-8" floor to floor height and is connected by two stairwells and an elevator.
- The 1<sup>st</sup> floor contains a detention/holding area with a sallyport; evidence storage; patrol and administrative areas; and a public lobby with a meeting room.
- The 2<sup>nd</sup> floor is primarily office use for patrol, officers and administrative staff.
- The building's exterior facade consists of brick, primarily on the 1<sup>st</sup> level, and metal panels on the second level.
- A two level parking garage is provided to the west of the facility.
- Auxiliary site structures, such as motorcycle and bike storage, are provided on the lower level of the garage.
- A flare storage building is also located on the site.
- The site will provide for landscaping, parking spaces for approximately 200 cars in two separated areas for public and secured (fenced) uses.
- For general building and site features refer to the REOI drawings.
- This project shall achieve a LEED certification by the U.S. Green Building Council(USGBC)



# MEETING ATTENDANCE SHEET

Topic:	Pre Submission Conference	Project:	6 <sup>th</sup> District Police
Location:	EOB, 9th Floor	Project / File No.:	0470301
		Date & Time:	2/25/2011, 10:30 AM

No.	Name	Affiliation	Telephone Number	Email Address
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